



RSPCA Leeds, Wakefield & District Branch

Information for Candidates

Summary of Main Terms and Conditions of Employment

The following information is intended as a useful guide to applicants considering joining the Branch. Full details are supplied with an offer of appointment.

1. HOURS OF WORK

The basic working week is 37½ hours, normally to be worked between 9.00am and 5.00pm Mondays to Friday (administration and senior management) or 9.00am and 5.00pm Mondays to Sundays (retail) or 7.00am and 8.00pm Mondays to Sundays (animal care & reception staff).

However, additional hours will have to be worked as and when the efficient carrying out of the job demands it and according to operational needs.

You may be entitled to payment for overtime or alternatively, where it is necessary to work a full day on a weekend or Public Holiday, a day in lieu may be taken by agreement with your line manager.

2. SALARY

Your salary will normally be paid on the last day of the month by credit transfer to a bank or building society account.

3. HOLIDAY

You will be entitled to a basic 20 days holiday per annum (pro rata for part time workers) and will accrue additional holiday entitlement at the rate of one additional day for each completed year of service to a maximum of 25 days annual leave upon completion of the fifth year of service.

Bank and Public Holidays are taken in addition to the basic holiday entitlement.

The holiday year runs from 1 January to 31 December.

4. PROFESSIONAL EDUCATION/OTHER RELEVANT EDUCATION

Where a professional qualification is a requirement of the role, you will be asked to provide original certificates and proof of professional registration at interview.

5. REFERENCES

An offer of employment will be subject to the receipt of satisfactory references.

We require two employment references, one of which must be from your present or most recent employer. These should, if possible, cover a period of at least the last five years.

The Branch reserves the right to contact your previous employers before an offer of employment is made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

6. PROBATIONARY PERIOD

The first six months of your employment will be counted as a probationary period.

During this time the Branch will make an assessment of your suitability for acceptance to a permanent position.

7. NOTICE

One week's notice will be required from either party to terminate the employment prior to the end of the probationary period.

Following successful completion of the probationary period, the statutory notice period will apply (i.e. 4 weeks raising to maximum of 12 weeks after 12 years' continuous service).

8. OTHER BENEFITS

A number of benefits are available to staff (both full and part-time)

These include an auto-enrolment company pension scheme and membership of the Simply Health scheme (please note the branch makes no contribution to membership of the private health scheme). Further details of these schemes can be obtained on request.

Unfortunately, the Branch is unable to contribute towards the cost of relocation if this is necessary.

9. ELIGIBILITY TO WORK IN THE UK

In order to comply with legal requirements, as part of our selection procedure, we ask all potential employees to prove their eligibility to work in the UK.

If you are invited to interview you will be asked to bring with you the appropriate original documents.